

CITY OF SAN DIEGO, CALIFORNIA  
**COUNCIL POLICY**

CURRENT

SUBJECT: FEES - PUBLIC NOTIFICATION  
POLICY NO.: 100-05  
EFFECTIVE DATE: April 9, 1979

**BACKGROUND:**

From time to time, the City of San Diego establishes fee structures to recover costs for performing special services to the public. These fees generally only recover actual costs and overhead for the service performed. Due to the broad range of fee types and varying fee structures the City Manager has been authorized in a number of instances to adjust these fee structures, once approved and enacted by the Council, in order that they would continue to reflect full cost recovery. To date the policy of public notification of proposed City Manager fee changes has been an informal one. The Council believes this informal notification policy should be applied consistently and uniformly, therefore the need for the following Council Policy.

**PURPOSE:**

To formalize the process of notifying the public when changes to fee structures are to be made by the City Manager and nonmanagerial department heads.

**POLICY:**

The City Manager and or nonmanagerial department heads, depending on who administer specific fee structures, shall notify the public of any and all proposed fee modifications prior to them being implemented.

The notification shall be in writing and addressed to representatives of the industry affected, consumer groups, and or individuals who have expressed an interest in specific fee structures.

Departments administering the various fees shall maintain a mailing list of groups and or individual notified of proposed fee changes.

Notification of fee changes shall be by mail and be sent not later than thirty days prior to the implementation of the fee modification.

Each notification shall describe the fee and its purpose. Also included shall be the current fee structure and the proposed fee structure along with explanation of the changes.

Each notification will have a contact person and telephone number listed in order that public inquiries can be answered.

Each notification shall indicate that the proposed fee may be appealed to City Council if the public is so inclined.

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**HISTORY:**

Adopted by Resolution R-223244 04/09/1979